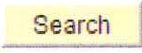
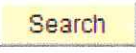
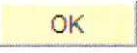
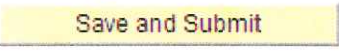
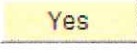
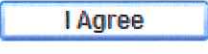


Subcontractor Payment Entry Quick Guide

On a monthly basis, certified MWBE subcontractors will receive an email prompting them to enter their payments from their prime vendors since their last submission to the MWBED's Pay Audit System. Below are the instructions for how to enter these payments.

1. Log in to PeopleSoft (<https://financial.gmis.in.gov/psp/fsprd>).
2. Navigate to **MWBE Management System > Subcontractor Payments**.
3. Enter search criteria (such as Bidder ID, Vendor ID or Doc ID) and click . You can also leave all search criteria blank and click  to display all your records.
4. Select the desired hyperlink to open the contract you want to enter payments against.
5. Click ☐ **Yes** if you have a fully, executed contract with Prime Vendor.
6. Enter **Payment Amount**, **Payment Date**, and **Invoice Number** for the payment you received from Prime Vendor for this reporting period.
7. Click the Vendor Comments link to enter comments for the MWBED office to view. (Optional)
8. When finished entering comments, click  to navigate back to Prime Vendor Payments Page.
9. Click .
10. Verify that you would like to submit your payments by clicking . (Note: Payment information cannot be changed after clicking **Yes**).
11. Click  to submit payment information and certify that all information reported is accurate.

End of Procedure